

Guidelines on preparing and submitting an article for *Irish Economic and Social History*

- These guidelines are intended to help you and us – the better prepared an article is the more efficiently it will pass through the production process.
- Please pay particular attention to the Notes and references section.
- Please make sure the style you use is consistent throughout the article.

Submission of manuscripts

- Articles should not normally exceed 8000 words, including footnotes. Longer pieces may be considered but it is wise to consult the editors at an early stage. Reviews and review articles should stick to the word limit set by the reviews editor. Thesis abstracts should be not more than 1000 words. In all cases a word count should be appended to the item submitted.
- Main articles must include an article abstract of around 120 words and a list of between three and six key words (for use on search engines when the journal goes online).
- All material should be submitted in electronic form, either on a 3.5" floppy disk or CD or by e-mail attachment. Microsoft Word is the preferred software. You should also send three printed copies and an SAE to one of the addresses below. Electronic and printed versions should be identical.
- The printed copies should be on A4 paper, single-sided with double line spacing throughout (including notes and quotations). Leave generous margins for copy-editing. New paragraphs should be indented.
- Pages should be numbered throughout.
- Please print your name, institutional address and e-mail address at the end of your article.

Send main articles and abstracts of these to:

Professor S. J. Connolly,
School of History and Anthropology
Queen's University,
Belfast BT7 1NN

Or:

Dr Neal Garnham,
Academy for Irish Cultural Heritages,
University of Ulster,
Magee Campus,
Londonderry BT48 7JL

Send review articles, book reviews and books for review to:

Dr Matthew Stout,
Department of History,
St Patrick's College,
Drumcondra,
Dublin 9,
Ireland

General

Journal style points

- UK punctuation throughout.
- UK spelling consistently throughout article but retain American spelling in American proper names, such as Pearl Harbor.
- Use a single space after all punctuation. Initials should also be spaced, A. J. Smith not A.J. Smith (NB, i.e. and e.g. are exceptions).
- Use a single space after the point in the following contractions: ed., p., pp., ch., vol., etc.
- Maximum capitalisation is used on all article headings and sub-headings, and for all titles of published works within the text and the notes, e.g. ‘Spenser and the Stuart Succession’.
- Page numbers are elided: 4–7, 8–13, 16–18 (not 16–8), 20–7, 34–76, 104–6, 136–42. Use an en rule if possible between number spans.
- Dates are written in full: 31 January 1678.
- Spell out ‘nineteenth century’ but ‘1800s’. Use 1890s, not nineties, 90s or ‘90s. Remember that 19th Century, 19th century and other variations should be written as ‘nineteenth century’ without capitals or numbers BUT hyphenate when adjectival, e.g. “authors in the nineteenth century” but “nineteenth-century authors”.
- References to the Journal itself should appear as *Irish Economic & Social History*.
- Years are elided to two digits: 1674–89, 1674–77, 1674–1723.
- Apostrophe usage: Thomas’s, Jones’s, but Moses’, Bridges’, i.e. when the word ending is pronounced ‘iz’, use an apostrophe only.
- Name initials should have full points and should be spaced (T. S. Eliot).
- For special sorts that can’t be reproduced on your word processor, use another unique symbol or combination of symbols and indicate what special sort it symbolises and where it appears.

Quotations

- As a guide, quotations of less than c. 30 words should be integrated (i.e. run on in the text) and placed in single quotation marks. Use double quotation marks for quotes within these quotes. If the source appears with the quote, place it in parentheses after the closing quotation mark but before the final full point.
- Quotations of above c. 30 words can be extracted (i.e. begun on a new line and indented) with one line space above and below and no quotation marks unless it’s direct speech. If the extract source appears with the quote it should run on from the last line of the extract in parentheses immediately after the closing full point, or should be footnoted.
- Use an ellipsis (a row of dots with a space in between each) to indicate missing material from quotations. DON’T use ellipses at the beginning or end of quotes, however, unless the sense would be affected otherwise, i.e. NOT this ‘ . . . quote . . . ’ Use three dots for material missing from within a quotation, but if the quotation takes in more than one sentence, use four dots to show material missing at the end of a sentence, i.e. ‘quote Quote.’
- If a verse quotation is integrated, use a stroke / to indicate a line break.
- Any raised letters/superscripts in quotes should be clear.
- When quotation marks enclose less than a complete sentence, the closing quote should precede the final punctuation. [‘.]
- When quotation marks enclose a complete sentence, the closing quote should follow the final punctuation. [.’]

Numbers

- Spell out numbers below 100, use digits for numbers over 100. **Exceptions.** Use digits for numbers in a mixed sequence (i.e. under and over 100). Use digits for numbers giving exact measurements or units such as 7 kg, 15.8 mm, 5 p.m. (but words for ‘five o’clock’). Phrases involving hundreds, thousands, millions, should be written (#a thousand people’). Where round numbers are given (e.g. two hundred, fifteen thousand) they should be written.
- Units of measurement: no ‘s’ to appear in plural (5 kg not 5 kgs). If pre-decimal currency is used, follow this style: £5 15s 6d.
- Always put a number on either side of a decimal point, e.g., 0.6 (not .6).

Abbreviations/punctuation/spacing

- Uncommon abbreviations should be avoided, or explained at their first occurrence.
- & may be used for names of companies, institutions, etc. (Faber & Faber). Otherwise use ‘and’.
- cf. (not italic). Note that cf. means ‘compare’, not ‘see’.
- fos for ‘folios’, not ff. which means ‘following’.
- ll. (‘lines’) should be avoided as it can be confused with roman numeral II or arabic 11: spell out instead.
- per cent (not percent): use % only in tables.
- v. not vs. (roman, not italic).
- Use full points after abbreviations (e.g., i.e., etc., ibid., v., Ph.D., vol., p.m., Prof., Rev., ed.) but not for ‘per cent’ (two words). Exceptions. After units of measurement (kg, mm, cm). Contractions where the first and last letters are given: vols, eds, Dr, Mrs, Mr, Ltd. Initials (BBC, DNA, GMT, NATO, USA, ICI, TV).
- No apostrophe with common abbreviations (phone, bus, pram, etc.).

Italic/bold

- Use italic for titles of publications (except series), including books (except the Bible, the Koran, etc.) journals, films, videos, plays, radio/TV programmes and titled musical works (but use roman for Symphony no. 5 in C minor, etc.).
- Use italic for titles of long poems (e.g., *Four Quartets*), but roman enclosed in quotation marks for short poems.
- Use italic for titles of paintings and sculpture, names of ships; species and varieties; foreign terms and phrases (except anglicised terms, such as ‘elite’, ‘role’, ‘naive’, which should appear without accents, and except for those phrases which are quotations); names of parties in legal cases (but leave the v. in roman, e.g. *Churchill v. Wilson*); directions to the reader and stage directions, such as *see also* and *above*; *ibid.*, *et al.*, *c.* (NB do not use *ca.*), but *via*, *vice versa*, *i.e.*, *e.g.* are roman.
- As a general rule, avoid using bold type – headings will be marked up later and should be in roman (use different typesizes to distinguish different levels of heading); if emphasis is required, italic is preferred.

Job titles/affiliations/subjects

- the King (referring to a specific individual), but a king.
- Member of Parliament.
- the President, but a president, presidential (NB for Vice-President and other compound titles, capitalise both initials).
- the Prime Minister, but a prime minister.
- the Professor of Political Science, but a professor of political science.

Institutions/organisations/places

- the Church (institution) but the church (building).
- the Crown (meaning the monarchy).
- the Government (specific) but the government (general).
- House of Commons/Lords (always initial caps) and also the House.
- Liberal (use cap. only for Liberal Party or party member) and also applies to Conservative, Labour, Communist, etc.
- Northern Ireland, but northern England.
- the Parliament but parliamentary.
- the Senate (always cap.).
- the State (when referring to political communities).
- the West, Western Europe, etc., but western England.

Notes and references

General

- The journal uses footnotes. All references should have a footnote and be numbered consecutively throughout the article.
- Note numbers should be in arabic superscript 1 within the text and full size arabic numbers 1 in the notes, with no punctuation after the note number.
- Ibid., after references that cite the title previously mentioned. Do not use idem, loc. cit. or op. cit.
- Where a single edition or text is referred to continually throughout the article, full reference should be given to the first citation in a note, followed by ‘All subsequent quotations are taken from this edition. Page/canto/stanza/line/act/scene (as appropriate) numbers will follow in brackets.’

Books

- Book titles: maximum capitalisation, no quotation marks, italic.
- Chapter titles: maximum capitalisation, not italic, in single quotation marks.
- Play refs (act, scene, line): V.iii.120-122
- Bible refs (book, chapter, verse): Genesis II.27
- For all book references, give both place and date of publication
- Give full details of the publication the first time it occurs, and on second and further references cite only the author’s surname and short form of title, and page reference.
- Abbreviations to be used: (ed.), (eds), fo. and fos or fol. and fos, p., pp., r and v for recto and verso on the line with no full point.
- Volume numbers in roman, followed by p. or pp.
- Author, Title of Book (place published, date of publication), page references.
J. A. Chartres, *Irish Literature* (Oxford, 1984), pp. 112–19.
J. C. Beckett and T. W. Moody (eds), *A History of Queen’s University, Belfast* (Oxford, 1978), II, p. 36.
S. Butler, ‘Internal Trade in England, 1560–80’, in J. V. Smith (ed.), *Trade in the Sixteenth Century* (London, 1977), pp. 26–9.
W. Shakespeare, *Hamlet*, ed. J. Wilders (Cambridge, 1995), p. 4.
Chartres, *Irish Literature*, pp. 104–9.
Butler, ‘Internal Trade’, pp. 78–89.
Ibid., p. 56
- Unpublished books, theses and dissertations should be in roman in quotes: type, place and date should be given, e.g. Rachel Wilson, ‘The Trade of Eighteenth-Century Drogheda’ (Ph.D. dissertation, University of Manchester, 1999) .

Journals

- Journal titles: always in full at first occurrence, maximum capitalisation, in italics.
- Article titles: maximum capitalisation, not in italics, in single quotation marks.
- Give volume number either in arabic numerals; part or issue number (only necessary if each issue is paginated individually) separated by a colon (vol., no., p. not necessary); parenthesis round the year.
- Author, 'Name of Article', Journal, volume:issue (year published), page references.
J. A. Chartres, 'Irish Literature', *New Literary History*, 3:6 (1984), 112–19.
S. Butler, 'Internal Trade in England, 1560–80', *Economic History Review*, 4:2 (1995), 104–6.
Chartres, 'Irish Literature', 98.
- Newspaper articles and magazine titles: do not include the The in references (The should only be used for *The Times*), e.g. Smith, J., 'The Prime Minister on the Defensive', *Guardian*, 6 September 1989, pp. 7–19.
- Unless published (in which case treat like an article from a book), conference papers should give the name of the organising body, the title of the conference and the date given.

Manuscript Sources

- Archival sources should use the following order: place, reference no. of document, status of document, author, title, date, page no. e.g. Public Record Office, London (hereafter PRO), T235/134, MAC (52) 153, memo by C. Cottrell, 'Money', 6 August 1952, p. 2; Public Record Office of Northern Ireland (hereafter PRONI), D1273/5/7/, Samuel Foley to John Richardson, 21 November 1731.
- Titles of individual manuscripts should be in roman in quotes.
- Titles of manuscript collections should be in roman without quotes, and the citation should contain the name of the depository and a full reference following the usage of the depository concerned, e.g. British Library, Additional MS 2787.
- Parts of the references may be abbreviated, provided that the abbreviation is explained or self-explanatory: e.g. ULC Add. 3963.28: the full reference should always be given at the first occurrence.

Government and Official Sources

(a) *British Official Papers*

- References to sessional papers should include the sessional number. The page number should be that of the bound volume rather than the individual paper.
Report of the Select Committee on the State of Ireland, Parliamentary Papers 1825 (306) 27, pp. 16–21.
- For command papers ensure the correct use of C, Cd, Cmd, Cmnd and Cm, as these refer to different series: 1–4222 1833–69; C 1–9550 1870–99; Cd 1–9239 1900–18; Cmd 1–9889 1919–56; Cmnd 1–9927 1956–86; Cm 1– 1986–.
- Note that Hansard documents are numbered by column rather than page; use the correct abbreviations (vol., vols, col., cols) before the appropriate numbers.

(b) *Irish Official Papers*

- Northern Ireland command papers should be identified by the addition of N.I. in square brackets after the command series number: *Educational Development in Northern Ireland, 1964*, Cmd. 470 [N.I.], p. 16
- For Irish Free State/Republic of Ireland official papers, note the succession of series numbers: P 1-9999 1928-47; Pr 1-9999 1948-67; Prl 1-9999 1967-80; Pl 1-9999 1980-93; Pn 1-9999 1993

(c) *Acts of Parliament* should be cited as follows, to distinguish between different jurisdictions
12 Ch. II, c.11 [Eng.] (29 August 1660)
14 & 15 Ch. II [Ire] (31 July 1662)
14 Geo. III, c.83 [G.B.] (22 June 1774)
12&13 Geo. V, c.5 [N.I.] (9 May 1933)
1&2 Geo. VI, c.25 [U.K.] (17 May 1938)
1939/13 (I.F.S.) (14 June 1939)
1958/1 [R.I.] (19 Feb. 1958)

Statutory instruments should be cited by number, title and date:

S.I. No. 96/1960 - Social Welfare (Great Britain Reciprocal Arrangements) Order, 1960.

Black and white half-tones and line drawings

- Inclusion of illustrations is only possible with the prior agreement of the Editors and Publishers.
- For illustrations you must supply one of the following:
 1. an original that we can scan and reproduce. This is always the preferred option. Black and white originals should be supplied as glossy black and white prints such as those rented from photo libraries. We can also accept transparencies, slides, original photographs, etc. Line drawings should be supplied as bromides, black and white prints or finished artwork.
 2. a non-half-tone image that can be redrawn. For example simple maps, bar charts, line graphs, etc. can be included in your manuscript (done in Word or enclosed as photocopies for example) and can be redrawn by our typesetter.
 3. if you are unable to send us an original (e.g. if it cannot leave the country) but you are able to scan it yourself and send us the scan, you must ensure that the scan is preferably black and white, has a resolution of 300 dpi and is of a reasonable size and clarity. (A scan of a terrible original will merely result in a terrible scan). Please apply this same criteria to any jpegs, TIFFs etc, which you may wish to include. Feel free to email images to me at greg.thorpe@manchester.ac.uk and I will advise on their suitability. Non-original images can only be run at our discretion so please make finding originals a priority. Bear in mind that images pulled off the Internet are rarely usable and difficult to get copyright for. A print-out from a scan is not acceptable. It is understood that originals incur rental fees so they will be scanned and returned promptly.
- You must supply a photocopy or printout of each illustration. All originals must be numbered as Fig 1, 2 etc. (including slides and transparencies); please use a small sticker on the back of the illustration (don't use post-it notes on the front as they can easily be lost and can leave a mark; avoid writing on the back of prints). If an illustration actually consists of more than one picture, put the number in brackets (e.g. Fig. 1 (a–c)). Photocopies must be numbered identically to the originals (just write the number on the front of the photocopy).
- If you wish to provide guidance on the relative importance of the illustrations, please indicate this on the photocopy e.g. 'full-page', 'half-page', etc. and give any relevant information, e.g. importance of detail or cropping.
- Please include, on a separate sheet, a list of your illustrations (Fig 1, 2 etc.), a corresponding list of captions and a credit/permission line for each image. All permissions should be cleared before submission of the typescript.